Administrative Office Technology – Curriculum Information
Formerly was Office System Technology
Certificates

DESKTOP PUBLISHING 5204023099
ENG 101 – Writing I or **OST 108**—Editing Skills for Office Professionals
MAT 105 or Higher Level Quantitative Reasoning (Math) course **or OST 213** Business Calculations
OST 105 Introduction to Information Systems
OST 110 Document Formatting and Word Processing
OST 130 Typography
OST 160 Records and Database Management
OST 225 Introduction to Desktop Publishing
OST 255 Introduction to Business Graphics
OST 272 Presentation Graphics